



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.8
TO: Director of Personnel & Purchasing and Chief of Police
FROM: Timothy C. Hansley, City Manager
SUBJECT: Administrative Practices & Procedures for the Recruitment of Law Enforcement Personnel
DATE: November 1, 1993
Supersedes and Replaces Administrative Order 2.8 dated 11/2/89 Regarding Same Subject.

I. PURPOSE

The Purpose of this Administrative Order is:

- A. To establish a recruitment program for the Dublin Division of Police;
- B. To describe the Division's role in the recruitment process;
- C. To establish the authority and responsibility for the Division's recruitment program;
- D. To establish qualifications criteria for those assigned to recruitment activities;
- E. To provide for Division personnel to participate in the recruitment program; and,
- F. To include minority personnel in any recruitment effort.

II. RECRUITMENT PROGRAM

The Dublin Division of Police shall have a recruitment program to attract candidates for actual or forecasted Division vacancies. The goal shall be to compete with other employers for qualified candidates.

III. RECRUITMENT PROGRAM - DIVISION ROLE

It shall be the policy of the Dublin Division of Police to actively participate in the implementation of its recruitment program.

IV. RECRUITMENT PROGRAM - ADMINISTRATION

The authority and responsibility for administering the operation and direction of the recruitment program shall be the Director of Personnel & Purchasing.

V. RECRUITMENT PROGRAM - QUALIFICATIONS

Those individuals assigned to recruitment activities shall be knowledgeable in personnel matters, especially Equal Employment Opportunity/Affirmative Action, as it effects the management and operations of the Division.

VI. RECRUITMENT PROGRAM - DIVISION PERSONNEL

All Division personnel may be required to actively participate in recruitment activities whenever possible.

VII. RECRUITMENT PROGRAM - MINORITY PERSONNEL

Whenever possible, minority personnel, including women and those aware of different cultural environments, are actively included in recruitment activities.